

## **Major Duties and Responsibilities**

### **Commercial Portfolio (85%)**

Serves as the in-house expert on the commercial sector in Paraguay, American companies doing business in Paraguay and opportunities and challenges for American businesses to operate in or export to Paraguay. Assists the Econ/Commercial Officer in coordinating the Department's commercial diplomacy programs and policies for the U.S. Mission in Paraguay, which include advocacy on behalf of American businesses, assistance in opening markets, leveling the playing field, protecting intellectual property and resolving trade and investment disputes.

Gathers information on regional, bilateral (with the U.S.), and world-wide commercial activity in Paraguay.

Maintains contacts at American businesses operating in Paraguay who can keep us informed of opportunities and challenges related to the business climate, the political environment, or legal concerns. Maintains contacts at other key businesses who can share information with us on the business climate and political-economic environment. Maintains appropriate contacts with officials at the Ministry of Industry and Commerce, and with other Paraguayan government agencies as appropriate.

Researches and analyzes problems or circumstances related to commercial activity, the business climate, American investments, or import-export concerns. Investigates trade, investment or legal disputes related to American companies.

Reports on commercial activity in Paraguay, including in formal reports requested by Washington. Drafts cables on topics within the commercial and economic spheres.

Advises the Econ/Commercial Chief, the Pol/Econ Chief, the DCM, and the Ambassador on matters related to U.S. businesses, the investment climate, business disputes, commercial diplomacy, and other economic matters affecting commercial and business activity. Drafts Briefing Memo Checklists (BCLs), information memos, and action memos for the Ambassador on issues and meeting requests related to commercial and business activity.

Receives calls from U.S. businesses that want to meet with an American Officer regarding the business climate in Paraguay. Arranges and attends these meetings, offering advice and information as appropriate. Records and logs the outcome of all such meetings and follows up as needed.

Maintains close ties with the local American Chamber of Commerce. Works closely with them on projects that further U.S. foreign policy objectives, advocates for fair business practices, and advances the Mission's commercial diplomacy goals.

Markets and delivers Foreign Service Commercial (FCS) products to U.S. companies interested in exporting to the Paraguayan market. Researches potential buyers to form customized contact lists and arrange Gold Key Services, coordinating directly with U.S. company CEOs and managers who are paying for these services.

Works to connect U.S. exporters with interested buyers in Paraguay in support of the National Export Initiative. Maintains contacts at local businesses that may have interest in establishing business relations with U.S. companies.

Distributes information on U.S. trade fairs to local firms within the specific sector. Efficiently distributes American commercial and trade information or advertising to the appropriate audiences in the local community. Maintains lists of companies by sector for such purposes.

**Political/Economic Duties (10%)**

Serves as advisor to Pol/Econ Chief, Deputy Chief of Mission and Ambassador on topics related to the economic or political economic environments. Accompanies senior leaders to meetings, events and on trips to provide expert advice on relevant political, economic or cultural topics.

**Other Duties as Assigned (5%)**

Engages in other duties as needed for the Pol/Econ section, including economic or political reporting and covering as back-up for the Economic Specialist.